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Chief, Management Staff

13 June 1959

Chief, Records Management Staff

Weekly Report for Week ending 17 June 1959

Contributions

A. Inactive

- (1) Completed three new and eight revised forms. Made three forms obsolete.
- (2) Five hundred and eighty cubic feet of inactive records were received at the Center from six offices.
- (3) Destroyed 49 cubic feet leaving 638 to be destroyed.

B. Intangible

- (1) Ten Agency employees (6 DD/P, 1 DD/I, 3 DD/S) completed the Records Management Institute Program conducted jointly by National Archives and American University. A certificate for successful completion of the course was awarded to each participant. The Class of 14 included representatives from State Government, Foreign Governments and the U. S. Government. [redacted] of this Staff was elected Class President and represented the class at the [redacted] for the graduation exercises and luncheon.
- (2) Reviewed with the Communications Records Officer, a proposed functional file plan especially adapted to their technical needs.

2. Assignments - Active

a. Forms

- (1) Thirteen new and 18 revised forms in process. ✓
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stacked Forms. ✓

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- (5) Unique Information Report. ✓
- (6) New Building Project. ✓
- (7) Agency Chain Envelope Specifications being prepared.
Office of Security concurred in our proposal for new envelope.
- (8) Expediting Printing of Information Reports.
Complaint from AF and Pz Divisions regarding four units reviewed.

b. Shelf Filing ✓

- (1) Office of Personnel. ✓
- (2) Contact Division. ✓ +
- (3) Office of Security. ✓
- (4) OSR. Assisted in preparation of regulation for shelving.
- (5) OSR. Three installations in process. ✓

c. Filing Systems

- (1) FAIR. ✓
- (2) Office of Communications. See 1.b.(2).

d. Audit and Revision of Records Control Schedules ✓

- (1) Executive Registry. ✓

e. Special Projects

- (1) Revision and Recorder of Overnight Storage Items. ✓
- (2) DD/P Support Records. ✓ +
- (3) Predecessor Agency Records. ✓
- (4) Revision of Training Material to be used by OSR. ✓
Fifty kits of training material being assembled by the Interim Assignment Branch for OSR's use.

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F. Vital Records

- (1) [] and I visited the OGBM, Emergency Relocation Area, and observed the communications and other facilities provided for the use of Government officials in an emergency.

3. News

- a. [] went to Columbus, Ohio with a representative of I&S to see a new incinerator being developed for the Agency by the Battelle Memorial Institute. A preliminary appraisal indicates that the new incinerator will be a big improvement over what we now have because it practically eliminates the need for constant attention in order to keep the fire burning.

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Mgt/S/RMS, [] fjm (18 June 1959)

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